Nursing

2025-2026 PhD Student Handbook

James T. Laney School of Graduate Studies

Emory University

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Nell Hodgson Woodruff School of Nursing
PhD program in Nursing Handbook

This handbook is intended as a supplement to the Laney Graduate School handbook which can be found at https://gs.emory.edu/handbook/index.html. For the most part, the information provided in this document specifies in more detail the policies and procedures relevant to the PhD program for nursing students.

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

Mission

At the Nell Hodgson Woodruff School of Nursing, we strive to: 1) educate visionary nurse leaders and scholars; 2) generate and apply knowledge; and 3) transform nursing, health, and systems of health care within the local and global community through the advancement of nursing science. This unique educational experience is designed to develop researchers who are committed to the discovery of new knowledge and its translation into practice. The PhD program in Nursing integrates biological, behavioral, and data science with population health and clinical research, drawing from perspectives of nursing.

Goals

The following program goals contribute to the achievement of this mission:

- Working in alignment with faculty programs of research in the School of Nursing, generate and disseminate knowledge relevant to nursing which enhances and promotes the health of individuals, families, and communities, with a focus on health equity and social determinants of health.
- Produce PhD-prepared nurse scientists prepared for leadership roles in the delivery, design, and evaluation of nursing care that is data-based, sensitive and responsive to the ethical, social, and environmental concerns of individuals, families, and communities; and
- Develop, implement, and evaluate the efficacy and effectiveness of innovative nursing practice models, health care policy, and health care delivery systems.

Goals and Objectives of the PhD program in Nursing

Our PhD program in nursing is designed to prepare nurse scientists to generate new knowledge that addresses the needs of patients, families, health-relevant systems, and society.

Graduates of this program should be able to:

1. Engage in a lifetime of scientific discovery
2. Generate new knowledge through multiple methods of inquiry
3. Lead change in social and health policy

The Curriculum

Students are admitted to the doctoral program with either a Bachelor's or Master's degree. All required doctoral coursework, including TATTO courses are completed during the first two years of study. All students must complete TATTO coursework and two semesters of mentored teaching experiences before beginning their dissertation research.

Nursing Courses

The Nursing PhD program has two tracks: a Traditional track and a Nursing Artificial Intelligence (NAI) track.

Traditional track: Nursing courses required for the traditional track include NRSG 700 Evolution of Nursing Science, NRSG 705 Social Determinants of Health, and NRSG 732 Theoretical and Scientific Basis for the Study of Clinical Phenomena. These courses provide doctoral students with opportunities to understand the discipline and evolution of scholarship in nursing, critically evaluate and apply theories, critique and develop nursing phenomena related to health outcomes, and articulate theoretically sound and clinically relevant research questions.

NAI track: Nursing courses required for the NAI track include NRSG 705 and NRSG 732. These courses provide doctoral students with opportunities to critique and develop nursing phenomena related to health outcomes and articulate theoretically sound and clinically relevant research questions.

Research Courses

Traditional track: The research focus of the traditional track consists of two statistical methods courses (BIOS 500 and BIOS 501) that are required courses taken by students and that are taught at Rollins School of Public Health (SPH). Additional statistics courses are also available in SPH, psychology, sociology, biostatistics, political science, and other disciplines. Also required are NRSG 710 Principles of Health Outcomes Research, NRSG 729 Quantitative Methods and Study, NRSG 730 Quantitative Methods and Study Designs, NRSG 731 Measurement Theory in Clinical Research, and NRSG 734 Qualitative Methods.

This sequence provides students with skills to design, implement, analyze, and conduct nursing research.

NAI track: The research focus of the NAI track consists of two statistical methods courses (BIOS 500 and BIOS 501) that are required courses taken by students and are taught at Rollins School of Public Health (SPH). Additional statistics courses are also available in SPH, psychology, sociology, biostatistics, political science, and other disciplines. Also required are NRSG 710 Principles of Health Outcomes Research, NRSG 751 Computation for Nursing Research I, NRSG 752 Computation for Nursing Research II, NRSG 753 Advanced Computation for Nursing Research I, NRSG 754 Advanced Computation for Nursing II, NRSG 755 Data Studio, and NRSG 756 Finding the Truth. These tools provide students with the computational armamentarium to use AI and associated computational sciences in a socially and ethically responsible manner in research integrating biological, behavioral, and/or environmental data to improve health outcomes as well as the skills to design, implement, analyze, and conduct nursing research.

Electives

Traditional track: Before advancing to candidacy, students are <u>required to take 9 credit hours of electives in the first 2 years</u> of their program. Based on the student's research interest, they will enroll in other related graduate elective courses, which may be within the School of Nursing or other graduate programs including the Departments of Psychology, Sociology and Anthropology, the Division of Biological and Biomedical Sciences, and Epidemiology, Global Health, and other programs within the School of Public Health. Students should work closely with their advisors to select electives that will provide them with a solid foundation in their area of interest. Courses can be found on Emory's course atlas: https://atlas.emory.edu/

NAI track: Before advancing to candidacy, students are <u>required to take 8 credit hours of research or electives in the first 2 years</u> of their program. Based on the student's research interest, they will enroll in other related graduate elective courses, which may be within the School of Nursing or other graduate programs including the Departments of Psychology, Sociology and Anthropology, the Division of Biological and Biomedical Sciences, and Epidemiology, Global Health, and other programs within the School of Public Health. Students should work closely with their advisors to select electives that will provide them with a solid foundation in their area of interest. Courses can be found on Emory's course atlas: https://atlas.emory.edu/

Ethics

All PhD students at Emory University must complete the Jones Program in Ethics (JPE). This program has three elements. Completion of elements one (1) and two (2) are <u>required for candidacy</u>, and completion of element three (3) is <u>required for graduation</u>.

1. **JPE 600**: A 6-hour core course in scholarly integrity, supported by the Laney Graduate School in collaboration with the Center for Ethics. Participation in this course will be recorded for 0 hours on the student's transcript.

2. **Program-Based Instruction**: A minimum of 12 hours of program-based ethics material. Workshops and/or brown bag seminars will be scheduled throughout the first two years of coursework. Attendance will be recorded and reported to the Graduate School.

3. **JPE 610**: Minimum of 4 Educational Sessions (workshops, training sessions, or lectures). These lectures and workshops will be sponsored by the LGS, the Center for Ethics, and will include any other relevant occasional lectures or workshops. Students will register for these sessions individually, and participation will be recorded on the student's transcript.

Policy

All PhD students in the NHWSN must complete the Program in Policy. This program is required for graduation. Health policy is an integral part of research, teaching, and advocacy. Advanced health policy education provides PhD students with a foundational, cross-disciplinary introduction to health policy that will inform their research, scholarship, and career. Presented in a seminar format over year 1 and 2 of the program, students will meet for 3, 1-hour session each year.

TATTO (Teaching Assistant Training and Teaching Opportunity)

All doctoral students at Emory University are <u>required to complete seven (7) semester hours of combined instruction and assistantship</u> in teaching before graduation (TATTO). This work is specific to the discipline of study and individualized to meet the needs of the student. This consists of a short course taught at the end of the summer (TATT 600), a didactic course focused on teaching in nursing (NRSG 790, TATTO course, nursing), and two mentored teaching experiences (TATT 605 and TATT 610). TATT 605 assignments are made and reported to students by July of the year they will take this course. Assignments for TATT 610 are made by October of the semester prior to taking TATT 610. Students are invited to indicate to the TATTO course instructor and Associate Dean for Academic Operations, and the Associate Dean for Education their preferences for the courses they will TA and these preferences are honored when possible. A letter is provided to the student from the DGS and his/her advisor about the assignment.

Other Information

Students will enroll in approximately 9-12 credits per semester each semester (including summer semester) for the first two years of study. Students are expected to enroll full-time (9 semester-hours/per semester). It is expected that meeting all the requirements, including TATTO and the dissertation, will require a minimum of three (3) years.

On the Use of Artificial Intelligence

Content generated by artificial intelligence programs must be cited and properly acknowledged, and students should only use this content in instances when the professor of the course has authorized it. Editing content generated through artificial intelligence programs is not considered to be work "written entirely in the words of the student" and must, therefore, be cited.

Using an artificial intelligence program to generate any content for any assignment (including, but not limited to examinations, papers, homework, and creative work) constitutes plagiarism and is a violation of the Honor Code unless students acknowledge in the assignment the extent to which an artificial intelligence program contributed to their work and outside resources are permitted for the assignment. The use of an artificial intelligence program for an academic assignment when outside resources are not permitted or when the use of artificial intelligence programs is prohibited may also constitute seeking unauthorized assistance or violate other provisions of the Honor Code. Students should reach out to their professors to inquire about the appropriate use of artificial intelligence programs if students are unclear about the expectations.

Grading Scale

The symbols: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, W, WF, S, U, WU, I, IF/IU and AUD** are used.

Students enrolled in the PhD program will follow the Laney Graduate School grading scale listed below. The responsibility for assigning grades rests exclusively with the faculty of a course.

Grading Policies

Quality Points	Letter Grade	Numerical Grade
4.0	A	93–100
3.7	A-	90–92
3.3	B+	87–89
3.0	B	83–86
2.7	B-	80–82
2.3	C+	77–79
2.0	C	73–76
1.7	C-	70–72
1.3	D+	67-69
1.0	D	63-66
0.0	F	Below 63

Final grades will be rounded to the nearest whole number if the 10th space number is 5 or higher. For example, 69.3 = 69% (D+); and 69.5 = 70% (C-). Grades are reported to the Registrar at the end of each semester.

Tuition and Stipend

All eligible students accepted for full-time study as part of the 2021-2022 cohort and subsequent cohorts are provided with a tuition scholarship and stipend/merit awards for the first year of study. Drawing on a combination of student grant support (e.g., an NSF or NRSA fellowship award), advisor research project support (e.g., advisor has funding to support a student) and institutional funds, and as long as a student is making good academic progress, stipend/merit awards are renewed each year up to <u>four years</u> contingent upon successful academic performance as defined by the Laney Graduate School. Subject to the same conditions, your tuition scholarship may be renewed for a total of <u>seven full years</u> of funding.

The stipend is a 12-month award. The PhD program is a full-time program of study with expectation for full-time engagement over the academic year. In accordance with the Laney Graduate School policies, students may **not** accept other employment during the academic year without prior permission as defined in the Laney Graduate School handbook. Students are strongly encouraged to seek summer experiences in research, summer coursework, and other scholarly activities. All eligible students are expected to submit a National Research Service Award (NRSA) Individual Predoctoral Fellowship (Parent F31) award or comparable fellowship applications as early as possible, and preferably before the summer after the second academic year of the program. This application is an important activity within the student's trajectory of professional development as well as the development of their plan of research. When students receive an individual or institutional NRSA, they are expected to be engaged in full-time research training; therefore, the agreements and terms of the award will prevail.

Merit Awards and Employment Restrictions

The terms of a merit award (a fellowship carrying a stipend) made by the graduate school may prevent a graduate student from gaining employment. A student who receives a stipend should consult with his/her director of graduate studies and obtain the permission of the Dean of the Laney Graduate School before accepting employment concurrently with the receipt of a merit award.

Student Advisement Structure and Process

Academic Advisor

Upon admission, the process of advising entry-level doctoral students is formally initiated with the assignment of an academic advisor. The advisor is responsible for assisting the student with course selection, scheduling, designing a program of study, and reviewing the course offering schedule, student guidelines and graduation requirements.

The academic advisor is assigned at entry into the program. The student may elect to change to another advisor at any time, with approval from the Director of Graduate Studies.

Specific responsibilities of the advisor are to:

1. Interpret the doctoral program curricula, requirements, and policies to the student
2. Assist the student to define objectives for his/her course of study
3. Assist the student to plan his/her program of study in accordance with program requirement individual research interests and career goals
4. Assist the student with registration procedures, specifically approving and signing all registration materials, drop-add forms, and other records
5. Monitor the student's academic progress through communication and discussion with faculty teaching doctoral courses, tracking academic progress through grades, and having regularly scheduled meetings with the student throughout their course of study
6. Each student and academic advisor should file an Individual Plan of Study identifying all courses, electives (9 credit hours required), and independent studies that are planned. Updated record will be filed in student's file at the end of each academic year
7. Maintain student PhD Plan of Study Record
8. Facilitate student funding in year 5 if needed

Procedure for Changing Advisors

Students are assigned an advisor when they matriculate. If, after the end of the first semester, students believe that another faculty member would be a better match, they should communicate with their advisor indicating that they want to change advisors and talk to their prospective advisor to ensure their availability. Once decided, the student should send an email to the Program Administrator, Jean Harrell, and the Directors of Graduate Studies, Beth Ann Swan and Ike Choi , notifying them of the change. This final email should also be copied to the original and new advisor.

Individual Plan of Study

Each student and academic advisor should file an Individual Plan of Study identifying all courses, electives, and independent studies that are planned. Part A of the Plan of Study should be completed and submitted to the Program Director/Director of Graduate Studies and filed in the student's file by the end of the second month of fall semester of Year 1. The Plan of Study is reviewed again by the Dissertation Advisor and the Dissertation Committee at the end of Year 2, and any additional course work recommended by the committee to augment dissertation studies is added at that time.

Dissertation Committee

1. Composition of the Dissertation Committee in the School of Nursing

The student, in collaboration with the Dissertation Committee Chair, selects the other Dissertation Committee members. The Dissertation Committee is selected no later than the end of the summer of year two; earlier formation of the committee is recommended. The committee is selected by the student in consultation with the advisor. Dissertation Committee members must be doctoral prepared faculty

and must be at the assistant professor level or above or be similarly qualified if from outside the University. Members are chosen based on their expertise related to the student's research topic. The Committee will include **a minimum of three Emory Laney Graduate School faculty**. Emory faculty who are not Laney Graduate School faculty may serve on the committee but do not count towards the three LGS faculty requirement. Additionally, the school of nursing requires the following: The chair of the committee must be a school of nursing faculty; one other member of the dissertation committee must be a SON faculty. The remaining third member must be **Emory Laney Graduate School faculty** and *not* a SON faculty. This requirement is to promote multidisciplinary collaboration and perspectives. Other committee members are allowed per the needs of the dissertation, for instance, members of the Emory community who are not faculty, or scholars at other institutions may serve on the committee with the permission of the Dean of Laney Graduate School. The chair must be present at all meetings, and ALL members must be present and/or able to participate for the student's final oral defense of the dissertation.

The student provides to the Director of Graduate Studies, in writing, and at least 1 month before the defense, the names of the faculty members selected for the committee using the Proposal Defense Form signed by their Dissertation Committee Chair (Appendix E). The Director of Graduate Studies refers the committee recommendations to the Dean of the Laney Graduate School for final approval and requests Laney Graduate School faculty status for persons who are not Emory University faculty members. Modifications can be requested as needed. The LGS handbook provides more details about membership requirements and requests for approval [here](#).

2. Function of the Committee

The Dissertation Committee is responsible for assisting the student in creating and executing an original, publishable research project, assisting in the preparation of an acceptable dissertation, and administering the final oral examination (*a.k.a.:* dissertation defense). An important function of the Dissertation Committee is to determine whether the student is making adequate progress. Any change in the membership of the committee must be approved by the Director of Graduate Studies and the student should file a change of dissertation committee form with Laney Graduate School.

3. Suggested Format and Frequency of Committee Meetings

The first formal Dissertation Committee meeting should be held no later than six months following successful completion of the research proposal defense. During the period of research, the Dissertation Committee should meet at least twice per year with the student. The first committee meeting should be held no later than six months following successful completion of the Qualifying Exam. Students scheduled to meet with their committee should prepare a brief written summary or agenda of items to cover during the meeting and distribute this to their committee at least one week prior to the meeting. The summary should include a progress report of the research project, focusing on what has occurred since the previous committee meeting. Students experiencing significant difficulty in scheduling a committee meeting should contact the Dissertation Committee Chair and/or the Director of Graduate Studies.

The frequency of meetings may be increased at the discretion of the committee at any time during this period. In cases where student progress is deemed inadequate, the committee may opt to identify specific goals for the following period. The committee may refer to the Individual Development Plan, the Productivity Reports, and the student's Plan of Study to determine progress. If the committee subsequently determines that lack of progress is due to insufficient effort on the part of the student, this may constitute grounds for cancellation of stipend support or referral to the Graduate Faculty Committee for progress evaluation and recommendations for continuation or termination from the program.

5. Committee Meeting Summary & Student Progress Report

A summary of the Dissertation Committee meetings and progress should be prepared by the academic advisor and filed in the student's academic record. The advisor should bring concerns about student progress to the attention of the Director of Graduate Studies and/or the Executive Committee of graduate faculty of the School of Nursing.

6. Student Responsibilities

The student is responsible for meeting the requirements of the Laney Graduate School and Nell Hodgson Woodruff School of Nursing for a degree within a reasonable timetable. In addition, all students should familiarize themselves with, and adhere to, the Graduate Student Honor Code as outlined in the Laney Graduate School Student Handbook. This describes the professional standards and conduct expected of all graduate students, as well as the procedures for reporting and adjudicating any violations. Continuance of stipend support is predicated upon satisfactory progress by the student toward a degree as documented by the research advisor and Committee as noted above.

Student Progression

The benchmarks of successful student progression and completion of the program are:

- Qualifying Examination
- Dissertation Proposal Defense which confers admission to candidacy
- Successful completion and defense of dissertation research

The Qualifying Examination

The Qualifying Examination (QE) is a milestone in the Nell Hodgson Woodruff School of Nursing PhD program where the student demonstrates adequate intellectual knowledge and an appropriate depth of understanding of a concept with relevance to their phenomenon of interest. This exam is administered after the student's first year of coursework, following successful completion of all required first year courses in the student's PhD program track.

Format of the Exam

The Qualifying Examination will include both a written and oral component:

Written Component. Each student will complete a scholarly paper or proposal for the written component of their Qualifying Examination. *Regardless of the form chosen for this written component, it must include an evaluative component that speaks to the quality/rigor of the current knowledge and the weaknesses/gaps in current knowledge.* The written component of the qualifying exam should be solo authored by the student (with edits as suggested by the Qualifying Exam Chair—see Procedures). Although students may build upon preliminary work done for a PhD course (e.g. review of the literature or research methods description), their qualifying exam written component should largely consist of new work which broadens or deepens their classroom efforts. Students should consult with their advisor to decide the form of the written component of their Qualifying Exam.

Options for the written component include a:

1. **State of the science paper** (e.g., review of the literature). This review should be on a topic central to the student's area of research. Please see exemplars of reviews that would be appropriate for this written component here (link here). All reviews should include search terms for the search (a research librarian should be consulted to generate a reproducible search strategy), a table that concisely summarizing included studies, a PRISMA flow diagram, and a completed [PRISMA checklist.](PRISMA checklist) This written examination should not exceed 20 typed pages (double-spaced, references and tables/figures not included), and should include a table summarizing the included studies and citations using American Psychological Association standards.

2. **Research study proposal** (e.g. Specific Aims and Research Strategy from an NIH- style application) which includes a review of the literature in the context of the proposal and the significance of the proposed study to address weaknesses/gaps in the current knowledge. Students may choose to use this Qualifying Exam component as a draft for an NRSA or similar application, with the help of their advisor. However, for the Qualifying Exam, this proposal should be entirely authored by the student. This written examination should not exceed 7 typed pages (single-spaced, narrow margins, not inclusive of references).

3. **Manuscript draft for report of a research study** for which they are first author. This manuscript should include a review and synthesis of the literature in the student's primary area of research. This manuscript should be in the student's area of research, and report results from a study done during their tenure in the PhD program. This written examination should not exceed 20 typed pages (double-spaced, references and tables/figures not included) and should include citations using American Psychological Association standards.

Oral Component. Upon completion of the written component of their Qualifying Examination, each student will meet with their Examining Committee for an oral defense of this work. During this oral defense, students will provide a brief summary of their paper (15 min), followed by a 30-minute period of question/answer with their committee. Qualifying Committee Examination members will utilize a list of pre-approved standardized questions for their student queries to assess the student's depth of knowledge on topics key to research (i.e. internal/external threats to validity, study design, research methods, analytic approaches). Three (or four) of these pre-approved questions will be selected by the committee prior to the oral defense, based on the student's area of research as reflected in the written portion. QE oral questions will be authored, reviewed, and approved annually by members of the SON LGS faculty in the early Spring.

If a student is assigned a grade of Fail for either or both parts of the examination, the entire Qualifying Examination must be revised and retaken. A grade of Pass must be achieved on this second attempt, with at least two of the three examination committee members in agreement. The examination must be retaken with the same Examining Committee, unless a substitute member is approved by the Director of Graduate Studies for the School of Nursing PhD program. The Chair of the Examining Committee should not review the revised Qualifying Examination prior to grading. In the unusual circumstance where a new Chair of the Examining Committee is appointed at the direction of the School of Nursing Director of Graduate Studies, the new Chair may comment on no more than one draft of the revised examination.

The exam must be retaken by the drop deadline of the semester immediately following the semester in which the first exam was taken (e.g., if the first attempt occurs in the summer semester, the second must be scheduled before the drop date of the Fall semester). The examination may be retaken only once with no extension of the deadlines mentioned above. For more details on Evaluation and Procedures of the Qualifying Exam, please reference Appendix F.

Failure to pass the examination on the second attempt will trigger a request that the Laney Graduate School Dean remove the student from the program.

Dissertation Proposal Defense

Students have up to 12 months to successfully defend the dissertation proposal upon successfully completing all required coursework. Students typically schedule their proposal defense in the Spring or Summer of their second year but should schedule no later than the Spring of their third year. If the dissertation proposal is not completed within this time period, the Chair of the Dissertation Committee and the Director of Graduate Studies will meet with the student to discuss their progress. The student is then responsible for developing a written plan for completion of the dissertation proposal and submitting this to the dissertation committee for approval within two weeks of the meeting.

The dissertation proposal consists of both a written and an oral component. The written portion must be submitted to the dissertation committee **at least two weeks in advance** of the oral dissertation

proposal defense date. Failure to successfully complete the dissertation proposal according to the proposed timeline will result in recording a grade of "unsatisfactory" for NRSG 795.

Dissertation Proposal Format

The written portion of the dissertation proposal may be submitted to the dissertation committee in one of two forms: 1) a submission-ready, grant application (such as a F31/NRSA or equivalent; student not required to submit or be awarded) and other supporting materials as negotiated with members of the Dissertation Committee; or 2) a document, no more than 50 pages, that includes a one-page **Abstract**, the **Background** - supporting literature – that provides the scientific premise, compelling rationale, and relevant literature supporting the key constructs for the study, and proposed **Methods**. These three headings should be clearly labeled (and other headings used as appropriate).

At the oral defense, the student presents the proposed research and answers questions posed by the dissertation committee members. Areas to be included in the oral presentation will be specified by the student's Dissertation Committee. The dissertation proposal must be defended orally before the dissertation research can be initiated.

The proposal defense is graded on a Pass, Pass with Revisions, or Fail basis by unanimous vote of the dissertation committee members. If there is not congruence among members of the dissertation committee, the dissertation committee will meet with the Director of Graduate Studies to determine the next course of action. If revisions are requested, the Chair of the Dissertation Committee will monitor the completion of the revisions as requested by the dissertation committee members.

The approved dissertation proposal serves as a written agreement between the student and the dissertation committee regarding the expectations, limitations, and scope of the dissertation work. Upon the successful defense of the dissertation proposal, the student will submit an application for candidacy to the Laney Graduate School.

This deadline may be extended if the student has taken a leave of absence (please see http://www.graduateschool.emory.edu/academics/policies/absence.html for policies regarding leaves of absence and parental accommodation).

Application for Admission to Candidacy, Doctor of Philosophy

The following requirements must be met to apply for candidacy:

- Have earned no less than 54 credit hours total at the 500 level or above composed of required coursework and the TATTO courses (See Appendix A)

- Completion of JPE 600, and 12 hours of School of Nursing based training in research ethics.

- Completion of TATTO requirements TATT 600, TATT 605, and NURS 790.

- Traditional track: Completion of 9 credit hours in course electives at the 500 level or above related to the student's research interest (these electives should not include courses needed to fulfil an advanced practice nursing degree). NAI track: Completion of 8 credit hours in research or course electives at the 500 level or above related to the student's research interest (these electives should not include courses needed to fulfill an advanced practice nursing degree).

- Be in good standing with a minimum cumulative 2.70 GPA

- Pass the Qualifying exam, Pass the dissertation proposal defense

The application for admission to candidacy must be made at least one semester before the semester in which the PhD is to be awarded. The application for Admission to Candidacy is available on the Laney Graduate School website at www.gs.emory.edu under Academic Progress Forms. The form is in pdf format and requires the signature of the Director of Graduate Studies. The student submits the signed form and a copy of their transcript online to Laney Graduate School.

Effective Date: **All students who enter the PhD program in fall 2017 or later must reach candidacy by September 15 of their 4th year.** Students who do not meet this deadline will be placed on probation, will not be eligible for PDS funds and may forfeit financial support. These sanctions will be lifted when the student enters candidacy. Students who started their programs before the fall of 2017 must meet the candidacy deadline in effect when they first enrolled and must be in candidacy no later than August 1 before their fifth year of study; students who started their programs before the fall of 2017 will not be placed on probation if they fail to meet the candidacy deadline.

Dissertation

The dissertation is the final milestone to be completed by a doctoral student to fulfill the objectives of the PhD in nursing degree. The goal of the dissertation is to engage the student in the research process. The purpose of the dissertation is to demonstrate the student's development as a scholar through implementation of the research process.

A student successfully completes the dissertation when he or she:

1) Articulates a theoretical or conceptual framework that extends or advances knowledge and/or contributes to research phenomenon selected for study,
2) Conducts an investigation of a research question relating to some aspect of nursing science and/or patient care,
3) Completes an investigation that lends itself, in part or in whole, to publication(s) in a refereed journal; and,
4) Writes a scholarly dissertation and defends the dissertation.

After the completion of work proposed in the dissertation proposal, the student is expected to submit the completed work as a dissertation. Students may elect to choose one of the following dissertation formats: 1) a traditional/full dissertation format or 2) three publishable papers formatted as described

below. Students are expected to discuss their preferred format with the Chair of the Dissertation Committee.

Three Publishable Paper Format

Students who choose the three publishable paper format will submit the following:

- Abstract that addresses the dissertation content and be no more than 350 words (not counting title and author's name), with structure determined by the doctoral dissertation committee.

- Introductory chapter that includes an updated literature review that builds on the review developed as part of the dissertation proposal.

- Preparation of three manuscripts for submission to peer-reviewed journals. The student and committee will agree on the nature and topics of the three manuscripts, but all must be clearly linked to the aims established for the dissertation. If the student elected for the manuscript option for their Qualifying Examination, they may use that manuscript as one of their three dissertation papers.

- A final section that provides an integrative summary and synthesis.

If the three-paper format is selected, permission to reprint will be required from the copyright holder if one or more paper is already published and the student desires to copyright the dissertation. If one or more manuscript is still in the review process, the copyright issues will have to be resolved at time of publication.

Conventional/Full Dissertation Format

The conventional dissertation consists of 5 discreet chapters. The chapter content may vary depending upon the nature of the completed study. The content should be discussed with the Chair of the Dissertation Committee. Generally, the full dissertation format should include the following sections:

- Abstract: An abstract that includes the full dissertation and be no more than 350 words (not counting title and author's name), with structure determined by the doctoral dissertation committee).

- Chapter One: Introduction and Specific Aims. This section should: (1) provide an introduction, list the broad, long-term objectives and what the specific research is intended to accomplish; (2) state the research questions to be addressed or hypotheses to be tested; and (3) provide a conceptual/theoretical framework.

- Chapter Two: Background and Significance. This section should: (1) provide a review of the literature leading to the research proposal, critically evaluate existing knowledge, and specifically identify the gaps which the proposal is intended to address; and (2) concisely state the importance and relevance of the research by relating the specific aims to the broad, long-term objectives.

- Chapter Three: Proposed Research Design and Methods. This section should: (1) describe the research design (design, sample, variables and measures, data analysis plans) and the procedures to be used to accomplish the specific aims of the project; (2) include any pilot work or preliminary studies related to the proposal; (3) include how the data will be collected, analyzed, and interpreted; (4) describe any new methodology and its advantage over existing methodologies; and (5) discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

- Chapter Four: This section should describe the results, including completed data analysis and relevant tables and graphs to illustrate the findings.

- Chapter Five: This section should include an integrative summary of findings, strengths, limitations and implications for research and practice.

Dissertation Defense: Final Oral Examination

The Committee should approve the format of the final dissertation before it is written. Whatever the format agreed upon by the committee and candidate, a copy of the dissertation must be submitted to all members of the Committee at least **two (2) weeks before the pre-defense meeting**. The Committee then meets to decide if the document is acceptable and defendable. When accepted, the final examination is scheduled. The Dissertation Committee serves as the final oral examining committee. Members of the committee must receive the completed dissertation in its final form a minimum of **three (3) weeks before the candidate's final examination**.

The dissertation defense final oral examination is scheduled by the student with the approval of the Committee and the Director of Graduate Studies or the Graduate Program Administrator. The student is required to submit the information to be included in the dissertation flyer to the Graduate Program Administrator at least (2) two weeks prior to the scheduled defense so that a flyer announcing the oral defense may be prepared and distributed to all program faculty and students.

 The Committee, with the Dissertation Advisor serving as Chair, administers the examination. The examination is open to the public and members of the University community. An initial 30 to 45-minute presentation is given by the student. Anyone attending may ask questions. After the public presentation, the audience is dismissed, and the Dissertation Committee will ask the candidate questions. The success of the oral defense is determined by a vote of the Dissertation Committee. The decision to award the degree must be unanimous. The Dissertation Committee may request changes to the final written document, and the Dissertation Committee Chair will be responsible for assuring that the student has made the changes before final sign-off. The candidate will be informed of the outcome at the end of the examination. If necessary, reexamination will be held within six (6) months from the date of the defense of the first examination. The Dissertation Committee Chair notifies the Director of Graduate Studies and the Laney Graduate School of the date of the second examination if necessary. The candidate may re-attempt the final oral examination only once.

In order to be awarded the PhD degree, each student will successfully complete a final oral examination of the dissertation and submit a final electronic version of the dissertation document, approved by the Dissertation Committee to the Laney Graduate School.

Report of Completion of Requirements for Doctoral Degree
An Application for Degree must be completed and submitted by the student during the semester the student intends to complete the requirements for the degree. Should the student not meet the requirements, they must reapply for the degree again. The dissertation advisor will report to the Director of Graduate Studies and to Laney Graduate School regarding the acceptance of the dissertation. Upon completion of a successful defense, the student must complete and submit the form "Report of Completion of Requirements for Doctorate" (which can be found on the LGS website and in the LGS student handbook), signed by all committee members and the Director of Graduate Studies. Instructions for electronically submitting the dissertation is located on the Laney Graduate School website at www.gs.emory.edu under Degree Completion.

PhD Students Engaging in Research

As a PhD student, engaging in research is an exciting and essential part of your scholarly journey. The School of Nursing is committed to supporting you as you contribute new knowledge to your field and advance nursing science. To ensure your research is conducted with integrity and in alignment with institutional and regulatory standards, you are expected to adhere to all relevant university, school, and departmental policies, as well as applicable federal and state regulations. These include, but are not limited to, ethical research practices, human subjects' protections, responsible data management, and academic integrity.

Research Approval and Oversight
Before you begin any research activities, it is important to ensure that all necessary approvals and oversight processes are completed. These steps are designed to protect participants, ensure compliance, and support the quality of your work.

Prior to initiating any research project, students must:
- Discuss and receive approval from their faculty advisor or dissertation committee.
- If you are seeking external funding, submit a SON Proposal Initiation Form (PIF).
- If your research involves human participants, submit the appropriate protocol to Emory's Institutional Review Board (IRB).
- If your research involves animal subjects, submit the appropriate protocol to the Institutional Animal Care and Use Committee (IACUC).
- Follow any additional review procedures required by the School of Nursing, Emory Healthcare Nursing, and/or the Office of Nursing Research (ONR).

Please note: No data collection, recruitment, or pilot activities may begin until all approvals are finalized.

Training and Certification
To prepare for your research, you'll be required to complete key training modules designed to ensure responsible and ethical practices. These may include:
- Responsible Conduct of Research (RCR) training
- Human Subjects Research (CITI Program) certification
- Laboratory Safety Training, if your research involves laboratory procedures

You are encouraged to contact the School of Nursing Office of Nursing Research (SON ONR) to confirm the specific training requirements for your project. The ONR is here to help you navigate these requirements and support your research efforts.

Final Note
Engaging in research is a rewarding process that reflects your dedication to academic excellence and advancing health outcomes. By meeting compliance standards, you not only protect the integrity of your work but also demonstrate your professionalism and commitment to the field. The School of Nursing is here to guide and support you every step of the way.

If you have any questions about the research approval process, training requirements, or available resources, please don't hesitate to reach out to the SON Office of Nursing Research.

Program Monitoring and Evaluation

Standard evaluation currently observed in the School of Nursing has been adapted to meet the unique demands of this doctoral program. Routine evaluation conducted at the end of each course will be augmented by written synthesis obtained from students and the core faculty. This feedback is conveyed to the committee that is charged with systematic review. This committee has overall authority and responsibility for the cohesion and integrity of the program, including revisions based upon student and faculty evaluation.

Student Conduct/Honor Code/Professional Behavior

Students in the doctoral program in the School of Nursing are responsible for adhering to the Laney Graduate School Honor Code and its procedures (see the LGS Handbook, Article III, Part 1: Honor Code: https://gs.emory.edu/handbook/honor-conduct-grievance/honor/index.html). As stated in the LGS handbook, "Academic misconduct is an offense generally defined as any action that is offensive to the integrity and honesty of members of the academic community. A person commits academic misconduct when they intentionally, knowingly, or recklessly engage in prohibited actions. These actions include but are not limited to the following: cheating or obtaining unauthorized assistance in any academic assignment or examination; acquiring, receiving, or passing on information about the content of an examination prior to its authorized release; plagiarizing, fabrication, or falsification of information.

As professionals, students are also responsible for the School of Nursing and should abide by the School of Nursing standards.

Plagiarism

To unify the Nell Hodgson Woodruff School of Nursing in a common understanding of "plagiarism," the following official definition has been approved and placed on canvas and in course syllabi for easy access to students and faculty. It is each student's responsibility to know and understand this definition and to direct further questions on individual projects to the appropriate faculty members. Any work presented by the student as their own that is found to be plagiarized (e.g. using Turnitin software) will be referred to Laney Graduate School for a review of academic misconduct. Please see the Laney Graduate School Handbook for more information about the honor code: https://gs.emory.edu/_includes/documents/sections/handbook/handbook.pdf

Plagiarism – A Definition

Plagiarism is essentially a false representation of authorship and consists of the reproduction, in whole or in part, of a manifestation of intellectual endeavor by someone who by statement or implication holds himself/herself out as its creator. The term "intellectual endeavor" as applied to authorship includes *words, ideas and unique methods of treatment*. Even though the copied material is not identical to the original, if the *essence of the original* is used then the offense is committed. Plagiarism is *not* committed by the use of ideas common to educated people or by a new treatment of a subject that has been dealt with by someone else. *Adapted from Encyclopedia Americana. New York: American Corp., 1992.*

Guiding Principles for Attribution, Authorship and Protection of Intellectual Property

Assumptions about Authorship

1. Authorship is the primary mechanism for determining the allocation of credit for scientific advances, discovery, and thought.

2. In addition to credit, authorship also conveys an important responsibility for the accuracy, integrity, and defense of the research or manuscript.

3. The complexity of contemporary research projects frequently requires contributions from many individuals with different specialized skills which generates issues related to:

   o   Criteria for inclusion as an author,

   o   Sequence of authors,

   o   Ability of each author to evaluate and defend all aspects of a study,

   o   Separation of various results to reach multiple audiences.

4. Conventions for allocating credit vary greatly by discipline and research groups. Guidelines for apportioning credit are subject to change based on the particular situation and/or journal.

Guiding Principles

1. Each group of authors (whether comprised of faculty, students, research associates, or some combination) should freely discuss and resolve questions of authorship and access to data/information before and during the course of a study or project.

2. Authorship should be based on a significant contribution to the conceptualization, design, execution and/or interpretation of the research study, as well as a willingness to take responsibility for the defense of the study should the need arise. In other words, authors are those individuals who have made an intellectual contribution to the study or project.

3. Each author should be willing to support the conclusions of the study and be willing and able to defend their contribution to the study.

4. Each author should review material that is to be presented in public forums or submitted for publication. Abstracts as well as original and revised manuscripts should be subjected to this process.

5. In interdisciplinary work, consideration should be given to preparing brief statements about the exact contribution of each author to the work described in each communication.

6. The submitting author should be considered the <u>primary</u> author with the responsibility of coordinating the completion and submission of the work and coordinating responses of the group to inquiries (requests for reprints, permission to use instruments, etc.) or to challenges. The submitting author should be willing to certify that each author has reviewed and authorized the submission of the manuscript. (Some journals now require signatures from each author before publication while other journals require the submitting author to certify the responsibility of all listed authors.)

7. Individuals who have contributed certain advice, reagents, analyzes, patient material, space support, etc. should be acknowledged but not be listed as authors unless they are fully able to meet criteria listed in principles 2 and 3 above.

8. In an academic environment, free exchange of ideas and creative thought is desired. In a lifetime of reading, theorizing, and experimenting, a person's work will inevitably incorporate and overlap with that of others. However, systematic, unacknowledged use of techniques, data, words, or ideas or others, whether published or not, is considered plagiarism. Erring on the side of excess generosity in attribution is best. (National Academy of Science, 1989, p. 18)

Sources

1. National Academy of Science Committee on the Conduct of Science, *On Being a Scientist*, Washington, DC: National Academy Press, 1989.

2. NIH Guidelines for the Conduct of Research at the National Institutes of Health, Bethesda, MD, 1990.

3. Institute of Medicine, Report of a Study: The Responsible Conduct of Research in the Health Sciences. 1989, Washington, DC: National Academy Press

Grievance Policy

Students who have a grievance related to some aspect of their PhD program in Nursing should report it to the DGS. The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the DGS will appoint a committee of three Nursing Graduate Faculty members. These three members will not have direct association with the student issue (e.g., as it relates to their mentor, course, research, etc.) who will review the grievance and provide a response. The committee will then inform the student of their response to the grievance. If it is impossible to resolve the grievance within this committee or within the framework of the Nursing PhD Program administrative structure, the DGS will forward the grievance to the Office of the Senior Associate Dean of the LGS. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the LGS Handbook. If the issue is with the DGS, the student should report the grievance to the Associate Dean of Education in Nursing. If the issue is both with the DGS and the Associate Dean of Education in Nursing, the student should go directly to the Senior Associate Dean of the LGS.

Honor Council

The doctoral student body will elect one doctoral student to serve on the Honor Council for a period of two years (see qualifications below). The elected doctoral student will contribute to discussions of student conduct, professional behavior and Honor Code and will abide by the process and procedures stated in the School of Nursing's student handbook. To be considered a member of the Honor Council a student must be in good standing, not on academic probation and display qualities of honesty, integrity, and maturity. It is recommended that the member have an interest in dealing with ethical issues, academic misconduct, professional ethics, and an ability to work under pressure and be willing to commit time as required by the Council.

General Information

E-Mail

All students in the school are issued Emory e-mail accounts. Email is an official form of university communication and the Laney School of Graduate Studies will use email for most of its official communication with the students and programs. Information about how to initiate and use this means of communication is provided by the IT support in the School of Nursing. Subsequent questions or problems should be directed to the Computer Support Center at Cox Hall, telephone (404) 727-7777.

You are required to adhere to School of Nursing and Emory University policies regarding mailing lists when sending e-mails. The e-mail distribution lists are intended for professional and business use only. Listings that contain jokes, inspirational messages, and announcements unrelated to the school are in violation of the Nursing School's computer policy and the University's guidelines on the ethical use of information technology.

Weather

In the event of severe weather conditions, the university may announce delays or cancellations of normal campus activities. Members of the university community can and should obtain updated information in one of the following ways:

- Call Emory's Weather Information Line at 404-727-1234.
- Text message notification from CEPAR (Office of Critical Event Preparedness and Response).
- Check the Emory University website. Updated information will be posted to the university's homepage.
- Watch for an all-Emory email advisory.
- Social Media: Check the official Emory University Facebook page or @emoryuniversity Twitter feed.
- Download the LiveSafe App for additional information related to winter weather preparedness and other safety guidance.
- Check the CEPAR website emergency.emory.edu to review the "Just In Time" Emergency Guide.

Read more about the university's inclement weather policy.

Career Opportunities

The Office of Admissions and Student Services provides career information, school and hospital catalogs, brochures, and current job opportunities. Check the office regularly if you are seeking employment. Additionally, the University Career Center offers free career counseling, testing, and job assistance. The Career Center is located at 1784 N. Decatur Road, Suite 200, and can be reached at (404) 727-6211.

Address and Telephone Changes

It is important that your current address and telephone number be listed accurately with Emory's student information system, OPUS. It is your responsibility to keep this information updated through your OPUS account at www.opus.emory.edu .

Office of Information Technology

The School of Nursing's Information Technology (SON IT) office
provides the following services to our students:

- Live in-class support for classroom instructional technology
- Technical support to connect to Emory-wide systems
- Technical support to connect to printers in the dedicated PhD spaces
- Software application acquisition and support
- Network connectivity and troubleshooting
- Loaner devices for short- and long-term use
- Support for Office 365 suite and instructional software (Canvas, ExamSoft, Echo360, etc.) in conjunction with the Emory Office of Information Technology
- Consulting services for:
  - computing devices
  - software applications
  - data storage and backup

Location: Room 118, Nell Hodgson Woodruff School of Nursing, and room 111
at the ENLC Hours of Operation: Monday - Friday, 8:00 AM to 6:00 PM

Student must have an appropriate device to connect to Emory's network
and to access applications used for instructional purposes.

Note that in the Fall 2025 semester, Windows 11 wo;; be required for all
Windows devices.

Minimum Computer & Internet Recommendations
- Operating system: windows 11 or macOS 10.14 or later
- CPU: Dual Core 2GHz
- RAM: 8GB
- Storage: 128GB
- Additional needs: microphone, speakers/headphones, webcam (to participate online with Canvas and zoom)
- Internet: reliable access with download/upload speeds of at least 800kbps (test your speed here)
- Anti-virus Application: You must have a valid anti-virus solution installed on your device. Emory does not offer anti-virus for student-owned computers. If you currently have a paid solution installed on your computer, you can continue using that product as long as it is currently licensed. Please review this website for acceptable security applications:
  - **https://emory.service-now.com/sp/en/anti-virus-malware-options?sys_kb_id=ccb680481b6d2c504fd50e1dcd4bcbb6&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=9aa45ecd33ee6e100cab10919e5c7b64**

Staff:
Viren Patel

IT Director of Technology
Viren.patel@emory.edu

Fole Gailor
Desktop Support, ENLC
fgailor@emory.edu

Sabir Holmes
Desktop Support Manager
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Robert Morgan
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robert.james.morgan@emory.edu

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Marcus.gaye@emory.edu

Brian Jones
Academic Technology Specialist, Classroom AV
Bcjone6@emory.edu

Jordan Laufer
Sr. Administrative Assistant
Jordan.paula.laufer@emory.edu

To request help email us at son-help@listserv.cc.emory.edu or go to the 1520 IT Office in room 118 and the ENLC IT Office in room 111 for help.

Computer Service Desk - Customer Support Center

Emory employees and students can call the Office of Information Technology (OIT)Service Desk to receive technical help either on/off campus. Call (404) 727-7777 for assistance.

Computing Center at Cox Hall
A student-focused, modern, and friendly learning space for collaboration and individual discovery. Information about hours, location and computing center resources can be found at this link
http://ats.emory.edu/sdl/computing-center/index.html.

Student Digital Life

Student Digital Life (SDL) provides technology services, spaces, and support for all Emory undergraduates and graduate students. See their website for more information.

https://ats.emory.edu/sdl/StudentTechnologySupport/index.html.

Faculty and Student Computing Support

There are a wide variety of computing services available to School of Nursing faculty and students. The School of Nursing Office of Information Technology is the primary support unit for School of Nursing faculty and staff and for Emory-owned computers. Students should contact the OIT Service Desk (404) 727-7777 for support of their personally owned computers. For a list of resources available to students and faculty, please go to http://it.emory.edu/catalog/index.html.

Electronic Mail

Students use the Emory Exchange email system. This account can be accessed by a variety of email clients but the recommended client is webmail, available at http://email.emory.edu.

Software Acquisition

Office365

Emory uses Office365 for email. Office365 also provides free access to the MS Office suite. Office can be used as an online app or can be downloaded and fully installed locally. You can install Office on up to five computers. When you login to your Emory webmail (Office365), in the upper-left corner click on "Office 365". Click on the "Install Now" button to begin downloading the full suite.

Emory Software Express: http://www.software.emory.edu/express/

Emory Software Express is a service to download free or site-licensed software. It is available to students, faculty, and staff. Software can be downloaded from http://it.emory.edu/software by using your Emory Network ID and network password (the same username/password that is used for OPUS).

Endnote bibliographic software and McAfee antivirus software can be downloaded from Emory Express.

OPUS: Online Pathway to University Students: http://opus.emory.edu

OPUS is Emory's online student information system. Students use OPUS to check their class schedules, access their grades, and review their student financial accounts. All OPUS users must have an Emory Network ID (this is usually an e-mail name) and a network password. Students who have forgotten either a Network ID or password may go to the Computer Support Center at Suite 230 Cox Hall for assistance or call the ITD Help Desk (404) 727-7777. Any student wishing to have a password reset must show an Emory photo ID or provide a Social Security number.

Canvas: https://classes.emory.edu/

Canvas is Emory's online course delivery system. Every course at Emory is set up on Canvas using information from the Registrar's system to enroll the correct students. Faculty control how much Canvas is used in their courses. It may contain basic information about a class, for instance the course syllabus, or it may contain all the materials necessary to teach and test students. Access to Canvas is controlled by password protection. All users must have both an Emory Network ID and password. Students who have forgotten their passwords may call the OIT Service Desk (404) 727-7777. The Service Desk will verify your identity before resetting your password.

Other Resources at Emory

The Woodruff Health Sciences Center Library

Emory's Woodruff Health Sciences Center Library (WHSC Library) offers a broad range of services and resources that support nursing education, biomedical research, and clinical care. Comprehensive print and electronic collections of books and journals may be accessed 24/7 via the internet and Library Search, the online university library catalog. The WHSC Library is located close to the School of Nursing at 1462 Clifton Road, NE, Atlanta, GA 30322 on the Emory campus and is open 7 days a week. Branch libraries are located in Emory Hospital, Emory University Hospital Midtown, and on the Grady campus. There are eight libraries on the Emory campus https://libraries.emory.edu/.

The WHSC Library has computers, wireless internet, comfortable seating areas, and study carrels with power outlets. A quiet study area is located on the upper level. Study rooms for individuals or groups

are also available to reserve at https://emorylibraries.libcal.com/spaces?lid=10590. Printers, copiers and scanners are available.

The library provides access to many biomedical research resources, eJournals, eBooks and clinical point of care tools including PubMed, Embase, DynaMed, Joanna Briggs EBP Database, AccessMedicine, AccessDermatologyDxRx, CINAHL, Scopus, and Web of Science. The Specialized Software Lab has computers installed with SPSS, R, ArcGIS, MatLab, NVivo and MAXQDA for quantitative, qualitative, and mixed methods data analysis. The library licenses Covidence, a systematic review software tool. Workshops and classes are offered throughout the semester.

To access resources from any on or off-campus location always start at the WHSC Library website: http://health.library.emory.edu. When/if prompted, enter your Emory network ID and password. Once in a database, click on this button [Find It Emory] for full text options. If full text is not immediately available you can order anything you need (free of charge) through interlibrary loan (ILL) by clicking the link, "Request through ILLiad." Article ILLs are usually filled within 24 hours as a PDF, sent to your Emory email.   LibKey Nomad and additional tools to help locate full text are available at https://guides.libraries.emory.edu/c.php?g=703396&p=6591337#s-lg-box-24081372.

The library provides reference services and conducts classes on methods of identifying, locating, and evaluating sources of biomedical information. Additional services the library provides include:

- Assistance with development of literature review strategies for thesis topics or projects
- Identification of specialized information resources or databases for research
- Assistance with bibliographic management software (e.g., EndNote, Zotero, Mendeley)

Contact Information:

- Sharon Leslie, the Nursing Informationist (aka librarian), is available for one-on-one via Zoom consultations at https://emorylibraries.libcal.com/appointments?lid=5015. Contact her at sharon.leslie@emory.edu or consult the Nursing Research Guide at https://guides.libraries.emory.edu/health/nursing.
- Use the "Ask a Librarian" online form to contact an informationist and ask a research or resource question: http://health.library.emory.edu/ask-librarian
- Information Desk: 404-727-8727

Hours: Please consult the website for the hours of all Emory Libraries: https://libraries.emory.edu/hours

Emory Card Center

The Emory Card is a debit and access identification card. You can use the Emory Card at campus dining facilities and health services, in copy machines at campus libraries, and to access the Woodruff Physical Education Center, campus libraries, and computer labs. The Emory Card Office is currently located in B. Jones Center, 1st Floor and can be reached by phone at 404-727-6095. The office is open Monday thru Friday from 9:00 am until 5:00 pm. http://www.emory.edu/EMORYCARD/

Photocopying

Student photocopying machines are located in the School of Nursing in room 119 and next door in the Rollins School of Public Health. The Emory ID card may be used in these machines.

If course packets are required, they are available at the University bookstore or from School of Nursing faculty, depending on the course. The school adheres to U.S. copyright law and to Emory University policies on copying.

Copy centers are also located in various libraries on the campus, including the Health Sciences Library.

Academic and Personal Counseling

Each student is assigned a faculty advisor who is available for curriculum planning and consultation regarding academic and other matters. Members of the faculty and administration welcome students who have special questions or concerns. Students can access a copy of *The Campus Life Handbook* online at: http://www.emory.edu/CAMPUS_LIFE/about/handbook.html, a guide to university services and resources. This guide provides information about the wide range of services available to Emory students.

The University offers counseling for personal, psychological, religious, and legal matters through the offices of the Dean for Campus Life, the United Campus Ministry, and Student Legal Services in the Law School. The Career Center is another University resource open to nursing students. The Center provides listings of part-time jobs open to students and offers guidance in regard to resume preparation and the job search. The Emory University Counseling Center provides outpatient services for nursing students at no charge, and psychiatric counseling is also available from Student Health Services. All student concerns are always handled on a confidential basis. In addition to the above-mentioned resources, the International Student Programs Office is available to assist international students.

Diversity, Equity, and Inclusion (DEI) Office

The SON-Office of Diversity, Equity, and Inclusion strategically supports the Nell Hodgson School of Nursing's goal for inclusive excellence and is integral to its mission to educate the next generation of nurses that is representative of our society. The office is committed to student flourishing and to that end, connect students to resources within the SON and campus to enhance their everyday life as a PhD student. Support services range from addressing food insecurity to connections with case management, and a neutral space to have confidential discussions. Son-diversity@emory.edu

Lisa Muirhead
Associate Dean Equity and Inclusion, Admission, and Student Affairs
Lisa.muirhead@emory.edu

Benjamin Harris
Director of Diversity, Equity, and Inclusion
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Stella Clarke-DuBois
Program Manager, Diversity, Equity, and Inclusion
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Dyke Crane
Sr. Program Coordinator
Dyke.crane@emory.edu

Ombuds Office

The Ombuds Office is a confidential, safe space where you can discuss issues and conversations/communications are kept confidential to the fullest extent possible. A resource for faculty, staff, and students, we invite Emory community members at every level to bring concerns about misunderstandings, incivility, or possible wrongdoing. The Ombuds role is to promote mutual respect, civility, and ethical conduct, and to alert university leadership to concerns that might justify policy changes. For more information about the Ombuds office go to https://ombuds.emory.edu/

Department of Accessibility Services

Emory University's School of Nursing is committed to ensuring that all university goods, services, facilities, privileges, advantages, and accommodations are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local laws.

Emory provides all persons an equal opportunity to participate in and benefit from all programs and services. The Department of Accessibility Services (DAS) https://accessibility.emory.edu/index.html assists students in receiving a variety of services including alternative testing, note taking, alternative media formats, interpreting, advocacy, and mobility/transportation assistance.

Eligibility for services is determined by the Department of Accessibility Services. Students must self-identify and provide proper documentation as outlined by DAS. It is the student's sole responsibility to initiate the process to be considered for accommodation. In order to initiate this process, students must notify the DAS that they may have a disability that requires accommodation and they must complete the registration process in its entirety at the Department of Accessibility Services.

The DAS web page can be accessed at https://accessibility.emory.edu/index.html.

Student Health Services

Emory University Student Health Services (EUSHS) https://studenthealth.emory.edu/ is staffed by dedicated health care professionals who are here to meet your primary outpatient health care needs. Primary care physicians, psychiatrists, physician assistants, nurse practitioners, nurses, counselors, health educators and administrative staff comprise the EUSHS team. EUSHS offers outpatient care for registered Emory University students with a valid Emory ID card.   Student spouses,

Domestic Partners, and unmarried children over 18 years of age are only eligible for primary medical care if they are currently enrolled in the Emory/Aetna Student Health Insurance Plan. Please note the enrolled student must have purchased dependent coverage separately.

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system. Appointments are scheduled by calling (404) 727-7551 (press 9) during office hours, or you can schedule your own appointment through the online Student Health Portal.

Health Insurance

All new and continuing degree-seeking and international Emory University students are required to have health insurance. Under this requirement, all students will be enrolled in the Emory University Student Health Insurance Plan (EUSHIP) unless they opt out or provide **yearly** documentation of enrollment in a comparable United States-based plan.

New students wishing to waive enrollment in the Emory University Student Health Insurance Plan will need to complete the annual waiver process via OPUS prior to the first day of classes of their first semester at Emory. All returning students must also complete the enrollment/waiver process annually prior to the first day of classes of Fall Semester. https://studenthealth.emory.edu/insurance/index.html

Transportation and Parking Services

There are free bus services that serve Emory University Hospital (EUH), Emory University Hospital Midtown (EUHM), and Grady Memorial Hospital.

The EUH/EUHM shuttle leaves Emory University Hospital 10 minutes after the hour between 6:10 a.m. and 7:10 p.m. and arrives at Emory University Hospital Midtown approximately 30 minutes later. A second shuttle runs between Emory University Hospital, Grady Memorial Hospital, and Emory University Hospital Midtown. The bus leaves Grady every half hour from 6:10 a.m. until 6:10 p.m. Shuttle maps are available on both shuttle buses at the Office of Parking Services, (404) 727-7275 (727.PARK).

If you have any questions about the transportation services contact a Parking Services representative or visit the Parking Services office in the Starvine parking deck (Clairmont campus). Take Emory shuttle C, E or 1525-VA shuttle from Woodruff Circle.   https://transportation.emory.edu/

Campus Life and Maps

Emory University is a diverse and dynamic environment that engages the mind, excites the spirit, and energizes the body with a range of activities, events, experiences, and opportunities. Link to Campus Life , you can find printable interactive maps here.

Administration

Dean	Dr. Linda McCauley
Special Assistant to Dean	Ms. Margie Hutson
Associate Dean for Research	Dr. Drenna Waldrop
Associate Dean for Academic Advancement	Dr. Kimberly Dupree Jones
Associate Dean for Finance and Strategic Analyst	Ms. Gina Critchet
Associate Dean for Clinical Practice Operations	Ms. Laika Steiger
Assistant Dean for Advancement and Alumni Engagement	Mr. Philip Brooks

PhD Program Leadership

Director of Graduate Studies	Dr. Beth Ann Swan
Assistant Director of Graduate Studies	Dr. Ikeson Choi
Graduate Program Administrator	Ms. Jean Harrell

APPENDICES

Appendix A. List of PhD program in Nursing Courses
Required Courses

NRSG 700 Philosophy of Science and Nursing Theory (3 s. h.)

NRSG 705 Endogenous and Exogenous Determinants of Human Health (3 s. h.)

NRSG 710 Principles of Health Outcomes Research (3 s. h.)

NRSG 729 Quantitative Methods and Study Designs for Nursing Research, Part 1 (2 s.h.)

NRSG 730 Quantitative Methods and Study Designs for Nursing Research, Part 2 (2 s. h.)

NRSG 731 Applications of Measurement Theory in Clinical Research Studies (2 s.h.)

NRSG 732 Theoretical and Scientific Basis for the Study of Clinical Phenomena (3 s. h.)

NRSG 734 Qualitative Research Methods (3 s. h.)

NRSG 790 TATTO Course, Teaching in the Nursing Profession (2 s. h.)

BIOS 500 Statistical Methods I (4 s. h.)

BIOS 501 Statistical Methods II (4 s. h.)

JPE 600 Core Course, Jones Program in Ethics (0 s. h.)

TATT 600 Graduate Arts and Sciences Course (1 s. h.)

TATT 605 Teaching Assistantship (2 s. h.)

TATT 610 Teaching Associateship (2 s. h.)

Required Courses - NAI Track

NRSG 705 Social Determinants of Health (3 s. h.)

NRSG 710 Principles of Health Outcomes Research (3 s. h.)

 NRSG 732 Theoretical and Scientific Basis for the Study of Clinical Phenomena (3 s. h.)

NRSG 751 Foundations of Computation for Nursing Research I (3 s.h.)

NRSG 752 Foundations of Computation for Nursing Research II (3 s.h.)

NRSG 753 Advanced Computation for Nursing Research I (3 s.h.)

NRSG 754 Advanced Computation for Nursing Research II (3 s.h.)

NRSG 755 Data Studio (4 s.h.)

NRSG 756 Finding the Truth (1 s.h.)

NRSG 790 TATTO Course, Teaching in the Nursing Profession (2 s. h.)

BIOS 500 Statistical Methods I (4 s. h.)

BIOS 501 Statistical Methods II (4 s. h.)

JPE 600 Core Course, Jones Program in Ethics (0 s. h.)

TATT 600 Graduate Arts and Sciences Course (1 s. h.)

TATT 605 Teaching Assistantship (2 s. h.)

TATT 610 Teaching Associateship (2 s. h.)

Current Electives Offered within the School of Nursing:

NRSG 731 Advanced Applications of Measurement Theory in Clinical Research (3 s. h.)

NRSG 733 Health Risk Interventions and Outcomes in Chronic Conditions (3 s. h.)

NRSG 736 Quantitative Analysis of Clinical Research Data (2 s. h.)

NRSG 737 Biomethods in Health-Related Research (3 s. h.)

NRSG 540 Network Science for Nursing Research (2 s. h.)

NRSG 740 Omics in Health and Disease (3 s. h.)

NRSG 741, Big Data Analytics for Healthcare (3 s. h.)

Electives will be offered on a rotating basis. See Jean Harrell to obtain copies of course syllabi and the schedule for elective offerings

Appendix B: Frequently Asked Questions about Dissertation Advisor and Committee Selection

One of the most important decisions made by a graduate student is the choice of research advisor. The following criteria should be considered when evaluating potential advisors.

1. Likely projects leading to publications

What is the faculty member's track record for publication? Are these publications in quality journals?

A creditable and competitive degree program in experimental or health science should result in one or more full-length publications resulting from research. Thus, a faculty advisor who publishes research findings should be able to provide mentorship in this area.

2. Support for the research

Is there a research grant, e.g., peer-reviewed funding, which can facilitate the purchase of necessary materials and services needed? How are funds committed toward other people and projects?

An important measure of the quality and importance of the research effort is that external review by scientists knowledgeable in the field has led to the award of competitive funds to support the project area. Such grants also reflect the judgment that training and past accomplishments of the principal investigator warrant the grant. Faculty who have grant support will typically provide a copy of the scientific portion of the application to a student who wishes to peruse it.

3. Nature, scope, and training to be provided by the research project

How certain are scientific outcomes from the program of research? Is it likely that a breadth of research techniques can be learned such that the student will learn the skills necessary to develop an independent program of research?

First class training for a contemporary nurse scientist must provide a breadth of research experiences that significantly augment formal course work and research residences. It can be argued that a good research problem would be sufficiently open-ended to allow several aspects of a major question to be approached through multiple methodologies. A student should discuss research possibilities with each of several faculties to see what may be of mutual interest.

4. Character of the advisor and his/her associates

What is the depth and breadth of the advisor's training and research experience? How versatile and technologically proficient are associate personnel (technician, postdoc, student) in a given research group?

In general, a more established faculty member may have a larger group of associates or potential collaborators. These must often be relied upon to teach particular techniques. The senior faculty person may be committed to a range of duties, which precludes availability for immediate direct supervision. Hence, if frequent or constant need for direction is desirable, one should be clear it could be provided.

This aspect of training can differ from student to student depending on their past experiences, research residencies and extent of independence they exhibit, need, or desire. The long-range value of a faculty advisor is also based in part on outside contacts and knowledge of postdoctoral and job connections. A student should meet any associate personnel for a sense of how well they interact as well as whether there appears to be a desirable ambiance in a group.

5. Area of Research

How interesting is the subject area? What are ultimate directions and goals?

After consideration of other factors, one should reflect on long-term goals and motivations. Postdoctoral research in another research program is usual and necessary before competing for most jobs. Keep long-range goals regarding your research career development in mind.

Appendix C: Data Use Agreement (sample)

May need to be revised depending on source of data set

The following is a listing of terms for the use of the data set gathered in the (agency) _____funded research grant entitled _____under the direction of (faculty) _____. These terms are intended to ensure that there is a common   result from the thesis project.1)   The data are to be used solely for the study of the research questions contained in the dissertation proposal. The data or syntax developed for the project may not be released by the student in any form to anyone other than Dr. (faculty) _____ at any time.

2)   The student agrees to destroy any copies of the data and remove from any storage devices copies of the data set and syntax at the conclusion of the dissertation project or dissemination effort.

3)   The student must clear with the PI any effort to disseminate the findings from the project. Efforts to disseminate include but are not limited to manuscripts for journal submission, abstracts for presentations or posters, presentation of findings for employment interviews, presentation of data or results on web sites, etc.

4)   If the findings from the dissertation project are deemed publishable, (faculty) _____agree to work with the student to develop a manuscript for submission, with the student as first author. If the student declines to participate in this process or fails to submit a manuscript within 6 months following completion of the dissertation defense, the PI (Dr._____) may use any part of data analysis and dissertation for dissemination. It is expected that in this case, the student will be invited to serve as secondary author.

By signing below all parties, agree to comply with these terms,

_____
Student   Date

_____
Faculty or owner of data set   Date

_____
Other faculty involved in original data set   Date

Appendix D: Doctoral Program Milestones

Outcome		Date/Initials
First Year	Coursework for first year reviewed with student and approved by academic advisor	
	Detailed program of study reviewed with student, approved by academic advisor, and a copy submitted to Graduate Program Assistant Office by the end of the second month of fall semester	
	External funding plans (NRSA) developed during Spring and Summer of first year. Attend NRSA workshop in the summer. External funding plans are finalized for targeted submission date by the end of first semester second year	
	Qualifying examination, Spring or Summer	
Second Year	Coursework for second year reviewed and approved by advisor. If there are any changes, a revised program of study should be submitted to the Graduate Program Assistant Office.	
	External funding submitted and revised if required	
Third Year	Dissertation topic approved by dissertation committee by end of first semester third year	
	Dissertation committee selected and approved by dissertation chair and officially appointed by Dean of the Graduate School by end of first semester third year	
Fourth Year	Dissertation proposal successfully defended and approved by dissertation committee	
	Application for admission to candidacy filed in Graduate School office	
	Application for graduation filed in Graduate School office during semester of anticipated graduation	
	Dissertation successfully defended during oral defense	
	Final copies of dissertation have been sent to Graduate School	

Appendix E. Proposal Defense Request Form

This form should be completed at least 1 month before your scheduled date for your research proposal defense. Have your advisor sign it. Submit on Canvas under Assignments.

Student Name: Today's Date:

Date of Research Proposal Defense:

Title of your Research Proposal:

Academic Advisor/Chair:

Names of committee members, contact information, and what chapter you feel they are experts on and can review and guide your work. ID your chair.

Committee Member	Contact information (email)	School/ affiliation	Area of expertise	Expected contribution to your dissertation (e.g., a paper, or content)

Is this a 3-paper or a traditional 5-chapter dissertation?
    3 publishable papers
    Traditional dissertation

Proposed titles of the 3 publishable papers.
    1. Title:
    2. Title:
    3. Title:

Timeline for drafting the 3 chapters of your dissertation (fill in boxes)

	Year ( ) of Program				Year ( ) of Program				Year ( ) of Program			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Paper 1												
Paper 2												
Paper 3												

Provide a **2-week** review period for all committee members to read each paper and meet with you to discuss.

Expected date of dissertation defense: _____

Appendix F. Qualifying Examination Evaluation & Procedures Evaluation

Evaluation of the Qualifying Examination will be done by the Examining Committee, which will consist of the student's advisor and two additional Emory School of Nursing PhD faculty members. The Chair of the Examining Committee cannot be the student's advisor. Examining Committee faculty members could be members of the research Hub(s) appropriate for the student's area of research, or other faculty members with expertise in the student's topic area or methodology of focus. If the student has a co-advisor, the co-advisor can be invited to serve as a fourth committee member if desired. The Chair of the student's Examination Committee will suggest possible faculty examiners, who must be a member of the PhD faculty at the Emory School of Nursing and be approved by the Director of Graduate Studies (DGS) of Emory School of Nursing's PhD program (see Procedures section for details). DGS may attend qualifying oral examinations as needed.

Both parts of the Qualifying Examination will be evaluated by the Examination Committee. The grading system for the Qualifying Examination is Pass/Fail, with at least two out of the three members agreeing.

The criteria for grading both the written and the oral examination are:

- Form and organization of the written examination appropriate to the format chosen (state of science paper, research proposal, or draft manuscript for report of a research study)

- Relevance, critique, and integration of the supporting literature, and the student's synthesis and conclusion

- Student's demonstration of sufficient depth of knowledge on topics key to research (i.e. internal/external threats to validity, study design, research methods, analytic approaches).

- The student's ability to communicate both in writing and orally

- The student's ability to translate specifics to a higher level of generalization and suggest future direction based on review or analysis

If a student is assigned a grade of Fail for either or both parts of the examination, the entire Qualifying Examination must be revised and retaken. A grade of Pass must be achieved on this second attempt, with at least two of the three examination committee members in agreement. The examination must be retaken with the same Examining Committee unless a substitute member is approved by the Director of Graduate Studies for the School of Nursing PhD program. The Chair of the Examining Committee should *not* review the revised Qualifying Examination prior to grading. In the unusual circumstance where a new Chair of the Examining Committee is appointed at the direction of the School of Nursing Director of Graduate Studies, the new Chair may comment on no more than one draft of the revised examination.

The exam must be retaken by the drop deadline of the semester immediately following the semester in which the first exam was taken (e.g., if the first attempt occurs in the summer semester, the second must be scheduled before the drop date of the Fall semester). The examination may be retaken only once with no extension of the deadlines mentioned above.

Failure to pass the examination on the second attempt will trigger a request that the Laney Graduate School Dean remove the student from the program.

Procedures

Please start the scheduling process **at least six weeks in advance of the potential exam date** unless there are special circumstances that need to be accommodated (see table to follow with this timeline)

1. The student contacts the School of Nursing Director of Graduate Studies (DGS) with a list of potential Chairs for their Qualifying Examination committee. Students are encouraged to select a Chair who is affiliated with the Research Hub that most closely aligns with their area of study. With DGS approval, the student contacts these faculty members until one is found who agrees to take the role of Chair.

2. After discussion and negotiation with their academic advisor and the Chair of their Qualifying Examination Committee, the student selects the form of their examination, and the topic to be addressed. The topic will usually be a concept that contributes to the student's understanding of a particular area of interest that will be pursued further in their dissertation. The student must identify the body of literature or primary and secondary data that will help explain, describe, and analyze the topic. This process, again negotiated with the Chair, could be in the form of a state of the science paper (e.g., review of the literature), a research study proposal (e.g. Specific Aims and Research Strategy from an NIH-style application), or a draft manuscript for report of a research study (which includes a review and synthesis of the literature in the student's primary area of research).

3. **At least 4 weeks prior to their oral examination, the student creates a list of faculty to serve as additional members of their Qualifying Examination Committee.** Working with their Chair, the student creates a list of potential examiners, ranking these in priority order. These names should be emailed to the DGS of the Nursing PhD program for their approval.

4. The DGS will review the list of suggested examiners and reply to the student and the Chair of the Examining Committee with approved names of potential examiners to be contacted in order, once the written examination is completed.

5. The Chair guides the student in preparing the written examination by discussing the relevant literature and the general structure and specific content of the product. The Chair may review and comment on **no more than one complete draft** of the written examination. This review is at the Chair's discretion; no other person will read the paper prior to formal examination submission to the Chair. The Chair may also help the student prepare for their oral examination.

6. Once the written examination is complete, the student should identify the other members of their Examination Committee (if not already identified). Working from the top of the list of DGS-approved examiners (Procedures Step 3), the student should email the top two suggested examiners to inquire about their willingness and availability to serve on the student's Qualifying Examining Committee, then move down the list until two examiners are found who are available.

7. **At least 3 weeks prior to the oral examination**, the student should finalize the date and time of the oral defense with all Qualifying Examination members, plus the DGS.

8. Once a date and time are finalized for the oral defense, the student should request that Jean Harrell arrange for a small conference room for the oral examination (suggest that this room be reserved for 90 minutes (about 1 and a half hours) to allow time for prep, examination, plus discussion).

9. **At least 2 weeks prior to the oral examination**, the student should email their written component to all members of their Examining committee and the DGS. Except the Chair of the Examination Committee, other Examination committee members will not receive a draft of the written exam; they will only receive the final written exam product.

10. Following oral defense, the student, and their Chair work with Jean Harrell to complete the required forms.

Timeline *Students are encouraged to complete these tasks as soon as possible—timeline below represents the latest timeline*	Student task	Chair of QE committee tasks	Other QE committee faculty tasks
At least 6 weeks prior to QE exam	Obtain approval from DGS on names of potential QE Chairs		
	Find one of the approved QE Chairs who agrees to serve		
	Working with QE Chair, decide		Dissertation Advisor: Work with student to

At least 5 weeks prior to QE exam	form and topic of written QE component Write QE exam	Work with student to decide topic and form of QE	decide topic and form of QE
At least 4 weeks prior to QE exam	Email ranked list of potential QE examiners to DGS. Once list is approved, contact potential faculty until locate 3rd QE member Write QE During this week (around July 5), email complete draft of QE to the Chair of the QE	Work with student to create ranked list of 3rd QE examiner	Dissertation Advisor: Work with student to create ranked list of 3rd QE examiner
At least 3 weeks prior to QE exam	Finalize date of oral defense with all three QE members & DGS Coordinate with Jean Harrell to find a room for QE oral defense (90 minutes)	Provide feedback on complete draft of QE within a week *(feedback allowed for only one complete draft)*	Work with student to find date/time for QE oral defense
At least 2 weeks prior to QE exam	Email final version of QE-to-QE committee, DGS, and Jean Harrell Prepare QE Oral component slides	Evaluate written component of QE Final version	Evaluate written component of QE Final version
Oral Defense of QE *(by the summer grade deadline, e.g., July 31)*	Defend QE	Use pre-approved QE oral defense questions to examine student	Use pre-approved QE oral defense questions to examine student